

STATE OF WISCONSIN
Department of Administration



**COMMUNITY DEVELOPMENT BLOCK GRANT –
PUBLIC FACILITIES
(CDBG-PF)**

**2014 COMPETITIVE GRANT
APPLICATION INSTRUCTIONS**

CDBG-PF PROGRAM CONTACT INFORMATION

Mailing Address: Wisconsin Division of Administration
Division of Housing – Bureau of Community Development
ATTN: 2014 CDBG-PF Applications
101 E. Wilson St., 9th Floor
P.O. Box #7970
Madison, WI 53707-7970

Telephone: Tom Clippert, Director Bureau of Community Development
(608) 261-7538

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PLEASE NOTE:

2014 CDBG-Public Facilities Grant Application materials can be downloaded from the Bureau of Community Development section on the Division of Housing website at housing.wi.gov. Please **download the electronic document(s) prior to application submission** to ensure that you are referencing the most up-to-date version of the application as periodic revisions may have been made since this copy was printed.

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2014 CDBG – Public Facilities Program (CDBG-PF)

Background:

The Community Development Block Grant (CDBG) program is a federal formula-allocated grant program under the U.S. Department of Housing and Urban Development (HUD). The program was created when Congress passed the Housing and Community Development Act, Title 1 in 1974 and is governed by rules set forth in the Code of Federal Regulations (24 CFR Part 570).

The Wisconsin Department of Administration (DOA) – Division of Housing (DOH) administers the State Community Development Block Grant Program that provides funding to units of general local government (UGLGs) that do not receive an annual allocation directly from HUD.

The primary purpose of the CDBG program is the development of viable communities through the provision of decent affordable housing, a suitable living environment, and the expansion of economic opportunities, principally for the benefit of persons of low and moderate income.

2014 CDBG-PF Annual Competitive Grant Overview:

Funding: The 2014 CDBG-PF annual competitive grant will make up to approximately \$16 million available to assist UGLGs to expand and improve public infrastructure and facility projects critical to community vitality and sustainability. Typically, these projects will involve streets, sidewalks, water and sewer systems, storm water drainage and retention, senior and community centers, blight elimination, accessibility modifications, and other similar types of activities.

Under the State's 2014 CDBG–PF Program, the Department of Administration's Division of Housing will award grants for 50% of the total project cost, up to a maximum of \$500,000. [\$6,000 or up to 2 percent (a maximum of \$10,000), whichever is greater, of the awarded CDBG-PF grant funds may be used for administration purposes.] At least 90% of the CDBG-PF funds will be awarded to projects that meet the National Objective of benefitting low- to moderate-income persons.

UGLGs that have received a CDBG-PF award since July 1, 2013, are not eligible for consideration in the 2014 CDBG-PF annual competition except in cases where the award is provided to meet the "Urgent Local Need" National Objective.

Application Submission:

To be considered for 2014 CDBG-PF Annual Competitive Grant funding, the completed and signed original application (including all required application attachments) and two (2) complete copies of the application (again including all required application attachments) **must be received by 4 PM on Tuesday, June 2nd, 2014** at:

Wisconsin Division of Administration
Division of Housing – Bureau of Community Development
ATTN: 2014 CDBG-PF Applications
101 E. Wilson Street, 9th Floor
P.O. Box #7970
Madison, WI 53707-7970

Applications submitted by fax or email will **not** be accepted. It is the responsibility of the applicant to ensure that the Grant Application packet is complete for submission. Applications that are incomplete, missing the required attachments, or are submitted without the required two (2) copies will **not** be reviewed.

Application Training:

Both community representatives and consultants are strongly encouraged to participate in one of the application training sessions presented by DOH staff. The trainings will be held regionally throughout the State of Wisconsin:

Crowne Plaza Hotel
4402 E. Washington Avenue
Madison, WI 53704
Wednesday, April 9th, 2014
9:00am – 12:00pm

Hotel Mead
451 East Grand Avenue
Wisconsin Rapids, WI 54494
Wednesday, April 23rd, 2014
9:00am – 12:00pm

Application Scoring and Selection:

The application review process is designed to ensure that CDBG funds are awarded to Units of General Local Government (UGLGs) for projects that (1) meet all program eligibility requirements, that (2) will have a substantial impact on the community, and (3) for which a significant need has been demonstrated. **PLEASE NOTE: Projects that meet the National Objective of Benefiting Low- to Moderate-Income Persons will be given priority in the scoring process.**

Applications will be scored and ranked by a panel of reviewers based on the scoring criteria included in the following table. It is anticipated that through this competitive process, funds will be distributed throughout the State. If additional funding becomes available due to a community declining an award or other factors, additional funds will be re-awarded based on the ranking of the 2014 applications.

Scoring Categories	Possible Points	Point Criteria Basis
Project Need	90	<p>Severe Need = 61 to 90 points will be awarded to projects needed to alleviate a significant existing problem. A significant existing problem may include vital health and safety problems or other issues that are essential to the community's residents, businesses, or local government.</p> <p>Moderate Need = 31 to 60 points will be awarded to projects needed to alleviate a moderately serious problem with a high probability of occurrence.</p> <p>Slight Need = 1 to 30 points will be awarded to projects needed to address a less serious problem or problem with a low likelihood of occurring.</p>
Community Distress	60	<p>Median Household Income (MHI) - UGLGs will be awarded up to 30 points based on their community's MHI in comparison to the statewide median.</p> <p>Per Capita Property Value - UGLGs will be awarded up to 15 points based on their community's per capita property value in comparison to the statewide median.</p>

		Property Tax Rate - UGLGs will be awarded up to 15 points based on their community's property tax rate in comparison to the statewide average.
Financial Need	30	<p>If the proposed project will be funded through General Obligation (G.O.) debt capacity, application scoring points will be awarded based on:</p> <ul style="list-style-type: none"> the overall cost of the project, the amount of CDBG funds being used for the project, the overall G.O. debt capacity of the community requesting CDBG funds, and the G.O. debt capacity already used by the community. <p><i>*Scores will be based on the available debt capacity after accounting for project costs. A G.O. Debt table further outlining the scoring criteria for financial need can be found on our Bureau of Community Development website: http://www.doa.state.wi.us/Divisions/Housing/Bureau-of-Community-Development/CDBG-PF-Program-Overview</i></p> <p><u>OR</u></p> <p>If the proposed project is a water and/or sanitary sewer project:</p> <ul style="list-style-type: none"> UGLGs will be awarded up to 30 points based on their community's water and/or sewer rate in comparison to the statewide average.
Planning and Collaboration	20	<p>Planning – UGLGs will be awarded up to 10 points if they can demonstrate the proposed project is included in the community's comprehensive and/or redevelopment plan.</p> <p>Coordination of Efforts – Applicants will be awarded up to 10 points when the proposed project will generate efficiencies by occurring in conjunction with other planned public improvement or construction projects—including those with other local governments, state agency (DOT, DNR, etc.), and federal agency (USDA, Army Corp of Engineer, etc.) funding. Full documentation of additional funding sources stemming from coordinated projects is required, if applicable.</p>
Committed Matching Funds	50	<p>Matching Funds – Applicants will be awarded up to 50 points if they can demonstrate that all of the matching funds for the proposed Public Facilities project have been fully committed and are ready to be used (i.e. the project is considered "shovel-ready"). Points will be awarded on a percentage basis, in proportion to the percentage of matching funds that the Applicant is able to prove have been fully committed to the Public Facilities project:</p> <ul style="list-style-type: none"> Up to 50 points will be earned if the Applicant can prove that 100% of their Public Facilities budget's matching funds are fully committed and are ready for use. Up to 25 points will be earned if the Applicant can prove that 50% of their Public Facilities budget's matching funds are fully committed and are ready for use. 0 points will be earned if the Applicant is unable to provide any proof of commitment for their matching funds.

Award Notification:

DOH anticipates that award announcements will be made **no later than August 8th, 2014**. Once final funding decisions have been made, award letters will be sent to UGLGs. Unsuccessful UGLGs will be contacted and notified with a written decision.

Appeals Process for CDBG Grant Applicants Not Funded:

Applicants for CDBG-PF program funds have the right to appeal if the application is denied. A formal Appeals Process is available for UGLGs who feel that a non-funding decision has been made in error. The Appeals Process provides an opportunity for an UGLG to have its application reviewed a second time to ensure no errors were made during the review process.

The Appeals Process:

- The appeal must include the application name and a short summary of the reason why the UGLG is appealing the decision.
- The appeal must be filed with the Bureau Director within thirty (30) days of the date the applicant received written notice of the decision.
- The Bureau Director will review the application and will make a decision whether to reverse the denial.
- If the Bureau Director denies the appeal, the applicant may file an additional appeal with the Secretary's office within thirty (30) days from the date of the Bureau Director's denial letter.
- The Secretary's office will review the application and will make a final determination.

Implementation Training:

The State of Wisconsin is responsible for ensuring that the CDBG-PF program is implemented in compliance with State and Federal regulations and in accordance with program guidelines. Both the UGLG's grant administrator and UGLG representatives will be required to attend a CDBG grantee implementation training session. The training sessions are tentatively scheduled for:

Wednesday & Thursday, Sept. 24-25, 2014

Wednesday & Thursday, Oct. 1-2, 2014

*** The training locations will be announced at a later date. ***

Federal Grant Requirements:

Federal labor standards requirements (also known as "Davis-Bacon") will apply to projects for which the total project costs exceed \$2,000. If the project is funded, the contract will require compliance with Davis-Bacon requirements, including (but not limited to):

- obtaining wage decisions for use in the project;
- including federal labor standards provisions in bid and contract documents; and
- monitoring contractors for compliance with wage rates and collecting restitution from contractors that violate wage requirements.

UGLGs are required to submit semi-annual labor standards & Section 3 enforcement reports to DOH.

Other federal reporting and compliance requirements may apply to your project, including Acquisition, Anti-Displacement and Relocation provisions, and Equal Opportunity regulations.

In addition, in accordance with OMB Circular A-133, non-federal entities that expend \$500,000 or more in federal funding in any one calendar year must undergo an independent Single Audit.

Additional Application, Award, and Grant Information:

Check the DOH website for additional information on the CDBG requirements, grant timelines, training sessions, and other updates: <http://www.doa.state.wi.us/Divisions/Housing/Bureau-of-Community-Development/CDBG-PF-Program-Overview/>

Guidance for Completing the 2014 CDBG-PF Grant Application:

PART 1 – GRANT REQUEST

Under the CDBG-PF program, UGLGs can request 50% of their total project cost up to \$500,000. [\$6,000 or up to 2 percent (a maximum of \$10,000) of the CDBG-PF award—whichever is greater—may be used for administration purposes.]

Grant Request (CDBG funds), Applicant Match, and Total Project Cost:

These amounts need to be consistent with the financial data on the Proposed Project Budget attachment.

CDBG-PF UGLGs must demonstrate a match investment of at least 50 percent of the total project cost, of which at least 10 percent must come from the UGLG. Eligible match investments for CDBG-PF projects may include grants and/or loans provided by private, local, or state partners. DOH will not allow the use of in-kind contributions to meet match requirements.

The match requirement and/or the minimum local financial participation may be waived when specific events have occurred to drastically impact the economic distress of a community (e.g. natural disasters) or the project will have a drastic positive effect on the economic well-being of the community. The UGLG must submit a formal request for waiver of match fund requirements to the Division of Housing (DOH) for review, if applicable.

To be eligible for funding through the Community Development Block Grant - Public Facilities program:

- 1) The proposed project must be consistent with the State's current CDBG program goals, included in the Annual Action Plan:
 - ensuring the affordability of basic services that enhance community vitality;

- promoting improved housing and economic opportunities for low- and moderate-income households;
- supporting revitalization of established neighborhoods, downtown business districts and blighted sites;
- assisting with capital improvement projects that support previous planning efforts and are part of broader community development strategies;
- improving accessibility to public facilities;
- encouraging the use of energy efficient design, retrofitting, and equipment, as well as projects the benefit bicyclists and pedestrians; and
- responding to natural and man-made disasters or catastrophic events.

Wisconsin's current Annual Action Plan is available on DOH's website and can be accessed at: <http://www.doa.state.wi.us/Divisions/Housing/Consolidated-Plan>.

- 2) CDBG funds must be used for one or more Public Facility "eligible activities" enumerated in section 105(a) of Title 1 of the Housing and Community Development Act of 1974, and are not otherwise excluded as activities allowed for CDBG funding by the Wisconsin CDBG program. Additional details regarding activities eligible for CDBG funding can be found at: http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_16364.pdf.

Examples of CDBG Eligible Activities That May Be Funded:	Examples of Activities That Will <u>Not</u> Be Funded with Wisconsin CDBG Funds:
Acquisition of Deteriorated/Blighted Building or Environmentally Contaminated Property for Site Improvements	Construction or Renovation of a Building Used for General Local Government Business (other than Architectural Barrier Removal projects)
Demolition and Clearance of Deteriorated/Blighted Building for Site Improvements	General Government Expenses
Street Construction and Expansion	Furnishings & Fixtures
Rehabilitation of a Deteriorated/Blighted Building	Operating and Maintenance Expenses
Community Facilities (e.g., Community Centers, Libraries)	Engineering Costs**
Architectural Barrier Removal to Ensure Accessibility in a Public Building	
Storm Sewer Installation or Improvements	
Water Main Installation or Improvements	

**Engineering costs can be counted toward a Community's match requirement.

Brief Project Description:

This description should identify the eligible activity(s) and how the overall proposed project is consistent with one of more of the CDBG Program goals.

Project Begin and Completion Dates:

To ensure CDBG program goals and objectives are met, projects awarded funding under the CDBG-PF program must be feasible. To be considered feasible, proposed projects' pre-construction activities should be completed within 6 months of the award date, and the project should be completed within 24 months of the award date.

PART 2 – APPLICANT INFORMATION**Previous CDBG Assistance:**

A unit of local government is not eligible to receive more than one CDBG-PF award in a 12-month period except in cases where awards were provided to meet the "Urgent Local Need" national objective.

In addition, CDBG-PF applications will not be considered if there are any outstanding or unresolved instances of non-compliance associated with prior CDBG awards, including non-compliance related to administrative, financial management, underwriting, recordkeeping, reporting, auditing, closeout, payment, reimbursement or other requirements.

DOH will also continue to evaluate projects' feasibility after awards are made. Successful applicants will be required to submit semi-annual project performance reports to DOH as part of the project grant agreement and will be monitored at least once during the contract period by a Grants Specialist.

PART 3 – INITIAL ELIGIBILITY**Citizen Participation:**

Federal regulations require that UGLGs provide citizens with advance notice of and opportunity to comment on proposed activities in an application to the State for CDBG assistance. Citizen participation is required in the planning and administration of CDBG projects. All CDBG applicants must prepare and implement a written Citizen Participation Plan as specified in Section 104 (a)(3) of the Housing and Community Development Act of 1974 as amended. All CDBG – PF applicants must demonstrate compliance with federal citizen participation requirements at the time of application. Applicants that do not include documentation of citizen participation as part of their application materials will be determined ineligible for CDBG funding, and the application will **not** be reviewed.

A CDBG grant may be made only if the applicant certifies that it has established and is following such a plan. The Citizen Participation Plan must include, at a minimum, the elements listed below:

- A. Provision for and encouragement of citizen participation, with particular emphasis on participation by persons of low- and moderate-income (LMI) who are residents of target area neighborhoods in which the CDBG funds are proposed to be used.

The UGLG must meet this requirement by performing **at least one** of the following:

1. Establish a committee composed of persons representative of the community's demographics. This committee shall include at least one LMI person and one resident of the designated target area. This committee will assume the responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of the community.
 2. Distribution of timely notification of all required meetings to 100 percent of the designated target area or neighborhood. UGLGs not having a target area, must design a notification system which will reach a majority of the community's LMI population. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation.
- B. Provision to citizens of reasonable and timely access to local meetings, information, and records relating to the applicant's proposed and actual use of funds.

To meet this requirement, the UGLG must:

1. Attempt to have at least one of the public hearings in the target area; **and**
 2. Notify the community of upcoming meetings **not less than two (2) weeks/fourteen (14) days** prior to the meeting; **and**
 3. In all meeting announcements, include where, and during what hours, information and records relating to the proposed and actual use of funds may be found.
- C. Provision for technical assistance to groups representative of LMI households that request such assistance in developing proposals with the level and type of assistance to be determined by the applicant.

To meet this requirement, the UGLG must include in the adopted Citizen Participation Plan:

1. The type of assistance generally available; and
2. The procedure used to request the assistance.

- D. Provision for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least:
1. The identification and development of housing, public facility and economic development needs;
 2. The review of proposed activities; and
 3. The review of program performance (hearings shall be held after adequate public notice, at times and locations convenient to potential or actual beneficiaries, and with accommodations for individuals with disabilities).
- E. Provision of timely written answers to written complaints and grievances within 15 working days.

To meet this requirement, the UGLG must:

1. Include the complaint/grievance procedure steps in the Citizen Participation Plan; and
 2. Develop a procedure to ensure compliance with the 15 working day response time.
- F. Identify how the needs of non-English speaking (including the hearing impaired) will be met in the case of public hearings where a significant number of non-English speaking residents reasonably can be expected to participate.

To meet this requirement, the applicant must:

1. Identify all non-English speaking populations in the community (regardless of American or Wisconsin citizenship) and make a determination of their special needs.
2. Include evidence in the Citizen Participation Plan that the community has conducted a review of this matter consistent with the Housing and Community Development Act of 1974 as amended.

24 CFR 570.486 (5)

“There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate.”

Citizen Participation documents to be submitted by applicants include:

1. A copy of the Applicant's Citizen Participation Plan (signed or accompanied by a copy of the adopting resolution);
2. A copy of the Public Hearing Notice(s) as published in the local newspaper (a **Sample Public Hearing Notice** can be found on our Bureau of Community Development website: [http://www.doa.state.wi.us/Documents/DOH/CDBG-CommunityDevelopment/FORMS/PublicHearingNotice_\(SAMPLE\).pdf](http://www.doa.state.wi.us/Documents/DOH/CDBG-CommunityDevelopment/FORMS/PublicHearingNotice_(SAMPLE).pdf));
3. A completed Citizen Participation Certification (the **Citizen Participation Certification** form can be found on our Bureau of Community Development website: <http://www.doa.state.wi.us/Documents/DOH/CDBG-CommunityDevelopment/FORMS/CitizenParticipationPublicHearing1CertificationFormPDF.pdf>) **OR** the meeting minutes from the Public Hearing; and
4. A copy of the sign-in sheet(s) from the Public Hearing(s).

In addition to documentation of citizen participation, all CDBG–PF applicants must submit a resolution signed by the Chief Elected Official (CEO) of their Unit of General Local Government (UGLG) requesting the funds authorizing the submission of the Community Development Block Grant Application. (A **Sample Authorizing Resolution** form can be found on our Bureau of Community Development website: <http://www.doa.state.wi.us/Documents/DOH/CDBG-CommunityDevelopment/FORMS/Authorizing%20ResolutionCDBGPFApplicationSubmissionFormPDF.pdf>.)

Fair Housing:

Per 24 CFR 570.487(b), recipients of CDBG funds must take some action to affirmatively further fair housing during the contract period. Some examples of Fair Housing activities include:

- Publishing a display ad in your local paper;
- Setting-up display at your local library or other public place; or
- Sending letters describing Fair Housing and your ordinance to local lenders, realtors and landlords.

DOH's "Potential Fair Housing Action" form can be found on the Bureau of Community Development website: <http://www.doa.state.wi.us/Documents/DOH/CDBG-CommunityDevelopment/FORMS/PotentialFairHousingActionsFormPDF.pdf>. Complete this form by indicating the actions that will be taken to affirmatively further fair housing and submit it with the application materials. If the project is funded, the selected actions will be included in your Grant Agreement timetable and you will be required to implement them during that period.

Environmental Review:

The National Environmental Policy Act of 1969 (NEPA) applies to **every CDBG project**. Regulations governing *Environmental Review Procedures for Entities Assuming HUD*

Environmental Responsibilities can be found in 24 CFR Part 58, which is available via the following link: <http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=d4966c17222ec9dc63a434ad9599aa6c&rgn=div5&view=text&node=24:1.1.1.1.33&idno=24>.

Because the type of review required and amount of time it will take can vary depending on the nature of the project, DOH strongly encourages applicants for CDBG funding to begin the environmental review process in the early stages of project planning. Doing this will provide adequate time to address environmental factors that may impact project scheduling and to obtain any services that may be needed for the project to move forward.

While applicants are not required to have completed the environmental review process by the application deadline, the status of the review and amount of work required to be completed may impact DOH's assessment of a project's feasibility.

At the completion of the environmental review process, DOH will issue an environmental clearance letter. In addition, please note that:

- A grantee may not commit any HUD assistance funds or non-HUD matching funds until an award has been made and the environmental review has been completed. Exceptions may be granted for pre-award costs if approved by DOH in advance; and
- The Department of Administration cannot disburse funds until the environmental review process is complete and an award and contract are in place.

Procurement:

An UGLU may procure a consultant to serve as the administrator of a CDBG-PF grant; however, all consulting services for which CDBG funds will be used must follow established State and local procurement policies. Information on State procurement policies, including simplified bidding and the Request for Proposal process can be found at:

<http://vendornet.state.wi.us/vendornet/procman/index.asp>.

For grants awarded, DOH staff are available to provide technical assistance on the procurement processes and requirements.

PART 4 – CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES

To ensure compliance with federal regulations requiring that CDBG-funded activities meet a national objective, the application must clearly document how the objective is met.

Benefit to Low- and Moderate-Income Persons:

Under the CDBG Public Facilities program, a project can meet the low- and moderate-income (LMI) national objective by serving an area in which at least 51 percent of the

residents are LMI persons (area basis) or by providing services to a group of persons principally made up of LMI individuals (limited clientele).

Area Benefit

An activity may qualify as benefitting low- and moderate-income (LMI) persons on an area basis if at least 51 percent of the persons residing in the area served by the activity are of low- to moderate-income. Determining whether an activity qualifies as benefitting LMI individuals on an area basis requires the UGLG to determine both the area served by the activity and the percentage of low and moderate income persons residing in the area. Service areas may or may not be coterminous with census tracts or other officially designated boundaries.

When a service area is contiguous with census tracts or other officially designated boundaries, census data should be used to the extent feasible to determine the percentage of low and moderate incomes residents within the area. Data on low to moderate income residents in Wisconsin census tracts and municipalities is available on HUD's website at <http://www.hud.gov/offices/cpd/systems/census/wi/index.cfm>.

Community Survey

If an activity's service area is not contiguous with census data or there is reason to believe that available census data do not accurately reflect income levels in the area, an UGLG may elect to conduct a survey instead. If a survey is used to document compliance with the LMI national objective on an area basis, an applicant must demonstrate that the survey is methodologically sound and submit documentation of the survey instrument, responses, and results to DOH as part of the application.

*NOTE: For survey data to be considered valid, the survey **must** have been conducted within thirty-six (36) months of the date of the application. The number of LMI individuals must be calculated and included in the data submitted.* (LMI Eligibility will be made based on the total number of LMI individuals, and NOT on the number of LMI households.) Utilize the Income Survey Guide, which can be found on our website:

http://www.doa.state.wi.us/Documents/DOH/CDBG-CommunityDevelopment/FORMS/WI-CDBG_CommunityDevelopmentIncomeSurveyGuide.pdf

Limited Clientele

An activity that provides benefits to a particular group of persons rather than residents within a specified service area may qualify as benefitting LMI individuals based on serving limited clientele. Activities that exclusively benefit one of the following groups are presumed by HUD to be made up of principally low and moderate income persons:

- abused children;
- elderly persons;
- battered spouses;

- homeless persons;
- severely disabled adults;
- illiterate adults;
- persons living with AIDS; and
- migrant farm workers.

Race/ethnicity data along with individual income level information will need to be reported to DOH for limited clientele activities funded with CDBG dollars:

Number	Direct Benefit Data by Persons	Number	Direct Benefit Data by Persons
	WHITE		AMERICAN INDIAN/ALASKAN NATIVE & WHITE
	BLACK/AFRICAN AMERICAN		ASIAN & WHITE
	ASIAN		BLACK/AFRICAN AMERICAN & WHITE
	AMERICAN INDIAN/ALASKAN NATIVE		AMERICAN INDIAN/ALASKAN NATIVE AND AFRICAN AMERICAN
	NATIVE HAWAIIAN/PACIFIC ISLANDER		HISPANIC
	OTHER		OTHER MULTI-RACIAL

Prevention or Elimination of Slum and Blight:

Activities that qualify under the national objective of preventing or eliminating slum and blight deteriorated infrastructure and living conditions which have long-lasting effects on community viability. Slum and Blight can be addressed on an area wide basis or a spot basis.

Area Basis

Per 24 CFR 570.483, an activity can qualify as addressing slum and blight on an area basis if all of the following can be documented:

- A) the local government has passed a formal resolution declaring the area as a blight as defined by Wisconsin Law;

AND

- B) at least 25% of properties throughout the area experience *one or more* of the following conditions:
- physical deterioration of buildings or improvements;
 - abandonment of properties;

- chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial building;
- significant declines in property values or abnormally low property values relative to other areas in the community;
- known or suspected environmental contamination; or
- the public improvements throughout the area are in a general state of deterioration.

NOTE: Your application must include a map of the designated blighted area including a total percentage of buildings in that area that are blighted.

AND

- C) the assisted activity addresses one or more of the conditions which contributed to the deterioration of the area.

Spot Basis

An activity can qualify as addressing slum and blight on a spot basis when the activity is not located in a designated slum or blighted area. Spot basis can be met if the community specifically identifies **eligible activities that treat one or more of the following conditions:**

- acquisition
- clearance
- relocation
- historic preservation
- remediation of environmentally contaminated properties
- rehabilitation of buildings or improvements (limited to eliminating conditions detrimental to public health and safety)

Urgent Local Need:

Activities may qualify under the national objective of Urgent Local Need if conditions threaten the safety or welfare of the community, for example, because of a natural disaster. To document the existence of an urgent local need, a unit of general local government must provide written certification that the funded activities are designed to alleviate conditions that:

- Pose a serious and immediate threat to the health or welfare of the community; and
- Are of recent origin or which recently became urgent, meaning that the conditions developed or became urgent within 18 months preceding the certification; and
- The local government does not have the capacity to finance the activities on its own, nor are there other sources of funding available.

PART 5 – PROJECT NEED NARRATIVE (0-90 Points)

Please limit your project narrative to no more than two (2) single-spaced pages using a 12 point font and one inch margins. Information exceeding this limit will not be considered in the scoring process.

Use the space provided in the application to write a narrative summary describing the community's need for the proposed project. Be sure to address each of the bullet points below and provide data that quantifies the need:

- the current condition of the problem and frequency with which it occurs;
 - the number of persons and/or households affected by the problem;
 - the effect(s) of the problem if left untreated;
 - the extent to which completion of the proposed project will address the problem; and
 - the scope of work (including a detailed project area description)
- Maximum ½-page in length
- Maximum ½-page in length
- Maximum 1-page in length

In your 2-page narrative summary, you may want to include some of the following information:

Project Implementation: Describe the project, the activities that will take place, and how the project meets the National Objective checked on previous page.

Project Impact and Need: Describe how the project will address deficiencies in your community and how it will positively impact businesses and individuals within your community. Pay particular attention to the goals and objectives of the program as described.

Project Financing: Describe why CDBG funding is needed, and what other sources of income or grants have been pursued. Describe the various methods that will be used to fund the project and include the status of other grant or loan applications. Attach supporting documentation that demonstrates the commitment of other financing sources, e.g. commitment letters from other government agencies, municipal resolutions for financing, TID creation, etc.

PART 6 – COMMUNITY DISTRESS (0-60 Points)

Other criteria DOH will consider as an indicator of financial need is the per capita property wealth of a community. The greater property wealth per capita a municipality has, the lower the tax rate required to generate a given increase in revenue. Lower per capita wealth makes it difficult for municipalities to raise the same amount of revenue as higher per capita wealth communities. When evaluating an application, DOH will look at an UGLG's per capita property wealth and compare it to other units of government of the same type (villages compared to villages, towns to towns, etc.).

To find your per capita property wealth:

Go to www.revenue.wi.gov/pubs/slf/tvc06.pdf

Locate your community

Divide Column 2 by Column 1

This provides you with your per capita property wealth

PART 7 – FINANCIAL NEED (0-30 Points)

Under financial need, DOH will award points based on the UGLG's General Obligation (G.O.) Debt capacity, available match funding, and the expected impact on Water & Sewer Rates (if applicable).

PART 8 – PLANNING AND COLLABORATION (0 - 20 Points)

On the application, briefly explain how the proposed CDBG project is consistent with the goals & objectives of the UGLG's Comprehensive/Community Redevelopment Plan(s), and whether the project will occur in conjunction with other planned public improvement or construction projects (involving other Wisconsin Departments, such as DOT, DNR, etc.), in the space(s) provided. DOH will award application points based on whether the proposed CDBG project supports & further promotes the UGLG's Comprehensive Plan. If the proposed CDBG project is part of a larger project, the applicant must be able to demonstrate how the larger project further supports the local community's Comprehensive Plan.

PART 9 – COMMITMENT OF MATCHING FUNDS (0 - 50 Points)

Applicants will be awarded up to 50 points if they can demonstrate that all of the matching funds for the proposed Public Facilities project have been fully committed and are ready to be used (i.e. the project is considered "shovel-ready"). Points will be awarded on a percentage basis, in proportion to the percentage of matching funds that the Applicant is able to prove have been fully committed to the Public Facilities project

PROPOSED PROJECT BUDGET:

Complete the budget table.

If available, please include the detailed engineering cost estimate(s) for this project.

ATTACHMENTS & SUPPORTING DOCUMENTATION

Applicants must include the following attachments with their application submission:

- 1. Authorizing Resolution (for Application Submission)**
- 2. Citizen Participation Plan (CPP)**
- 3. Adopting Resolution of the Citizen Participation Plan**
- 4. A copy of the Citizen Participation Public Hearing Notice** (proof of minimum 14-day advance notice)
- 5. Citizen Participation Public Hearing Certification Form**
- 6. A copy of the Fair Housing Ordinance**
- 7. Adopting Resolution of the Fair Housing Ordinance**
- 8. Statement of Assurances**
- 9. A copy of the Relocation Plan/Anti-Displacement Policy**
- 10. Acquisition/Relocation/Demolition Questionnaire**
- 11. Lobbying Certification**
- 12. A copy of the Non-Violent Demonstration Policy**
- 13. A copy of the Excessive Use of Force Policy**
- 14. Fair Housing Actions** (specifying the two actions that the local community will undertake)
- 15. Proof of the Local Match Commitments** (i.e. copies of the signed award letters, signed loan paperwork, resolutions committing funds, and bank account statements)

CDBG Public Facilities Application Checklist

1.	Applicant is an eligible Unit of General Local Government (UGLG)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	The proposed project meets a National Objective?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<ul style="list-style-type: none"> If the project will benefit low- and moderate-income persons on an area basis, have you attached a map showing the census tracts/boundaries of the service area? 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<ul style="list-style-type: none"> If an income survey was used, have you attached the survey methodology, sample size and response rate, survey form, and results? 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<ul style="list-style-type: none"> If the proposed project serves a limited clientele, have you described how the project exclusively benefits a HUD-recognized special group? 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<ul style="list-style-type: none"> If the proposed project addresses slum and blight, have you attached the relevant supporting documents, including, if applicable, a written statement from the local government regarding the condition of the properties in the area? 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<ul style="list-style-type: none"> If the proposed project addresses an urgent local need, have you attached the relevant supporting documents? 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	The proposed project activities are eligible for CDBG funding?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	Amount of CDBG funds requested is within program limits (\$500,000 or 50% of project costs, whichever is less)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.	Applicant can demonstrate a match of 50% of project costs	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<ul style="list-style-type: none"> If the applicant cannot meet the minimum match requirement, have you requested the match requirement be waived and provided documentation of the need for waiver? 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.	Project will start within 6 months of award date and be completed within 24 months?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.	A copy of the Citizen Participation Plan is attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.	Copies of the public hearing notice(s), meeting minutes, and sign-in sheet(s) are attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.	Authorizing Resolution signed by Chief Elected official attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.	Statement of Assurances attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11.	Lobbying Certification attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.	Potential Fair Housing Actions Form attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13.	Project Need Narrative completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14.	Community demographic and distress data provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15.	Information on local funding sources and match funds is provided and relevant supporting documents are attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16.	Information on water and sewer rates provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
17.	Proposed project budget completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
18.	Application includes information to demonstrate the project is consistent with a local comprehensive or community/economic development plans?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19.	Application includes information to demonstrate the project will occur in conjunction with another publically funded project or other collaborative efforts with community stakeholders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
20.	Prior CDBG assistance form completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
21.	All attachments are clearly labeled and cross-referenced in the body of the application packet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No